

**U.S. Department of Labor  
Office of the Solicitor – Office of Information Services**

2017 Freedom of Information Act Annual Report October 1, 2016 THROUGH September 30, 2017  
“Template”

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With the exception of this template, DOL will be using SIMS-FOIA as the sole source of data for the compilation of the FY 2017 FOIA Report.

**The following chart on “FOIA Personnel and Costs” should be completed with information pertinent to your respective component. All information must be submitted to the Office of Information Services by COB, October 27, 2017.**

Name of Reporting Office: VETS Agency - National and Regional Offices Consolidated

Name of Person Preparing Report and Phone Number - Ann Dubois 202-693-4759

**IX. FOIA PERSONNEL AND COSTS**

**A. Personnel**

- ◇ “Full-time FOIA employee”: Performs FOIA duties 100% of the time.
- ◇ “Equivalent full-time FOIA employee”: Created by adding the percentages of time spent on FOIA duties by employees doing less than full-time FOIA duties.
- ◇ Employees performing less than full-time FOIA duties are either:
  - (a) Part-time employees who perform FOIA duties all or part of the time, OR
  - (b) Full-time employees who perform FOIA duties less than 100% of the time.

----- 1

**Note:** Example of how to calculate the number of “Equivalent full-time FOIA employees.”

Assume three full-time employees with part-time or occasional FOIA duties. If Employees #1 performs FOIA duties 50% of the time, and Employees #2 and #3 perform FOIA duties 25% of the time, together they perform 100% (50 + 25 +25) FOIA duties.

Therefore, the FOIA duties for these three employees are the equivalent of one “full-time FOIA employee”, because “full-time FOIA employee” is equal to 100%.

Thus, the number “1” would be reported in Column 2 of the chart.

	PERSONNEL			COSTS	
	Number of “Full-Time FOIA Employees”	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff”  (The sum of Columns 1 & 2)	Processing Costs  (At “Initial Request” and “Appeal” levels)  <i>Examples of Costs</i> *Pro-rated Salaries *IT Related Services *Supplies, etc.	Litigation- Related Costs  <i>(To be completed by the MALS Litigation Division Only)</i>
ADJ BDS					Total Costs
ALJ					
ASP					
BLS					

PERSONNEL				COSTS	
Number of “Full-Time FOIA Employees”	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff”  (The sum of Columns 1 & 2)	Processing Costs  (At “Initial Request” and “Appeal” levels)  <i>Examples of Costs</i> *Pro-rated Salaries *IT Related Services *Supplies, etc.	Litigation- Related Costs  <i>(To be completed by the MALS Litigation Division Only)</i>	Total Costs
<b>CFO</b>					
<b>EBSA</b>					
<b>ETA</b>					
<b>EXEC SEC</b>					
<b>ILAB</b>					
<b>MSHA</b>					
<b>OASAM</b>					
<b>OCIA</b>					
<b>ODEP</b>					
<b>OFCCP</b>					
<b>OIG</b>					
<b>OLMS</b>					
<b>OPA</b>					
<b>OSEC</b>					

PERSONNEL			COSTS		Total Costs
Number of “Full-Time FOIA Employees”	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff”  (The sum of Columns 1 & 2)	Processing Costs  (At “Initial Request” and “Appeal” levels)  <i>Examples of Costs</i> *Pro-rated Salaries *IT Related Services *Supplies, etc.	Litigation- Related Costs  <i>(To be completed by the MALS Litigation Division Only)</i>	
OSHA					
OWCP					
SOL					
VETS		3.28	\$280,279.		\$280,279.
WB					
WHD					
TOTAL					

#### F. Discussion of Other FOIA Activities (optional)

Provide any further information about your agency's efforts to improve FOIA administration.



# U.S. Department of Labor VETS

2018 Freedom of Information Act Annual Report October 1, 2017 THROUGH September 30, 2018

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The following chart on “FOIA Activities and Costs” should be completed with information pertinent to your respective component. **All information must be submitted to the Office of Information Services by COB, October 26, 2018.**

## VETS

Name of Reporting Office \_\_\_\_\_

**Carrie Timus – (202) 693-4718**

Name of Person Preparing Report and Phone Number \_\_\_\_\_

## IX. FOIA PERSONNEL AND COSTS

### A. Personnel

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	PERSONNEL			COSTS		
	Number of “Full-Time FOIA Employees”	Number of “Equivalent Full-Time FOIA Employees”	Total Number of “Full-Time FOIA Staff”  (The sum of Columns 1 & 2)	Processing Costs  (At “Initial Request” and “Appeal” levels)  <i>Examples of Costs</i> *Pro-rated Salaries *IT Related Services *Supplies, etc.	Litigation- Related Costs  <i>(To be completed by the MALS Litigation Division Only)</i>	Total Costs
<b>VETS</b>						
<b>TOTAL</b>	1	2.48	3.48	324,070		



## F. Discussion of Other FOIA Activities

Please provide the following information regarding the number of times a law enforcement exclusion was used and the number of records that were made available for public inspection under subsection (a)(2) of the FOIA (proactive disclosures).

### Law Enforcement Exclusions

Agency	Number of Times An Exclusion Was Used
VETS	0

### Proactive Disclosures

Agency	Number of Records Made Available for Public Inspection or Proactively Disclosed
VETS	0



# Fees Collected Status Report

5/1/2019

Agency	Requestor	Billed	Received	Status	Response Date
VETS Region III		\$163.13	\$0.00	Closed	4/11/2019
VETS Region VI		\$547.00	\$0.00	Closed	10/17/2018
VETS Region IV		\$39.97	\$0.00	Closed	9/20/2017
VETS Region VI		\$177.27	\$0.00	Closed	8/14/2017
VETS N. O.		\$212.45	\$0.00	Closed	4/18/2017
VETS Region II		\$21.90	\$0.00	Closed	3/24/2017
VETS N. O.		\$120.00	\$0.00	Closed	2/14/2017